



CITY OF HOUSTON

Job Posting

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Applications accepted from:

ALL PERSONS INTERESTED

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Job Classification

AIRPORT SUPERVISOR

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Posting Number

PN# 110325

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Department

Houston Airport System

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Division

Bush Intercontinental Airport

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Section

Building Services

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Reporting Location

2800 N. Terminal Road

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Workdays & Hours

Varied, normally M-F *

*Subject to change

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DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS

Supervises employees responsible for the cleaning and appearance of the airport facilities. Prepares and plans daily and weekly work schedules and prioritizes work assignments utilizing manpower and equipment effectively to meet deadlines. Verifies daily work reports and inspects finished job sites to assess quality and productivity. Counsels subordinates and handles necessary disciplinary actions orally and in writing. Responsible for ordering and maintaining adequate levels of stock and supplies. Provides assistance to airport patrons. Prepares reports related to the section.

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WORKING CONDITIONS

Performing these duties will involve: visually observing and differentiating details, walking, standing or sitting for extended periods; climbing stairs and ladders; bending; lifting up to 20 pounds; working in hot, cold, noise areas; operating city vehicles; speaking and writing effectively; adjusting to interruptions and changes; using two-way radios; adjusting to repetitive activities and dealing with people in tense situations. Must be willing and available to work all shifts, including rotation, weekends and holidays. Must be able to obtain and maintain security clearances.

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MINIMUM EDUCATIONAL REQUIREMENTS

Requires specialized training in principles, procedures, practices, routines or techniques in a specific area or trade, which might normally be acquired through up to eighteen (18) months of education or training, beyond the high school level. Vocational competence in the operation of mechanical or electronic equipment may be required

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MINIMUM EXPERIENCE REQUIREMENTS

Two (2) years of experience in operations and/or maintenance of a large facility are required, with some supervisory experience preferred. Additional experience may be substituted for the education requirement on a year-for-year basis.

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MINIMUM LICENSE REQUIREMENTS

Valid Class C Texas driver's license and compliance with city's policy on driving (AP 2-2).

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PREFERENCES

Supervisory experience at an airport, hospital, or large facility preferred. Computer skills using Microsoft Word, Windows XP, and Excel. Bilingual (English/Spanish) skills preferable

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SELECTION/SKILLS TEST REQUIRED

The selection process will involve application review, written work sample exercise and/or interview.

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SAFETY IMPACT POSITION

☒ Yes

☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

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SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 18

\$ 1,261.00 - \$1,480.00 Biweekly

\$32,786.00 - \$38,480.00 Annually

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OPENING DATE

MAY 3, 2006

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CLOSING DATE

OPEN UNTIL FILLED

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APPLICATION PROCEDURES

Only original applications, resumes and online submissions are accepted for Houston Airport System jobs, and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor or, for advanced consideration, submitted online at:
<http://agency.governmentjobs.com/houstonair/default.cfm>
Our TDD (Telephone Device for the Deaf) phone number is 713.837.9471. Candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

"If you need special services or accommodation, please call 281/233-1515." The Houston Airport System Human Resources TDD phone number is 281/233-1862.

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